

October 5, 2010

Mr. David N. McClintock
Inspector General
Office of the Inspector General
City Hall, Room 640
Baltimore, Maryland 21202

RE: OIG Report #101399-106
 [Redaction]

Dear Mr. McClintock:

Thank you for the opportunity to respond to the report on Case Number OIG 101399-106, the investigation concerning [redaction].

While the general tone of the report suggests that all involved acted in good faith by seeking the expertise of the appropriate Agency personnel, it also supports the finding that the applicable Administrative and Personnel Manual policies were not followed for securing a temporary website contractor during my transition.

I have reviewed the recommendations presented by the Office of the Inspector General. In response, I have taken the appropriate personnel actions and have put into place internal controls to ensure that the contract management process for the City Council President's office has reinforced its system of checks and balances for proper processing of contract employees.

Recommendation 1: That the Department of Transportation and Office of the Council President reevaluate the current system and process in place for the management of contract employees.

The City Council President's Office has reevaluated its current system and process for the management of contract employees. All future requests for contract employees will be submitted in writing to the Law Department for guidance on developing contract language and approval for legal sufficiency; all other steps necessary for contract approval will be followed as outlined in AM-212-1, Part II. Also, we have developed an

internal tracking system to ensure that all procedures have been met in accordance with the appropriate city policy.

Recommendation 2: That the Office of the Council President initiate an independent contract for the services of contractors who may be working under an existing contract with another City entity.

[Redaction] services were used during my initial transition from 12th District City Councilman to City Council President while we actively recruited for a Press Officer who could handle website management and updates. A full-time Press Officer was hired on August 16, 2010. The Press Officer handles website management along with other press related duties.

All future requests for the services of contractors, whether they are working under an existing contract with another City entity or not, will be submitted in writing to the Law Department for guidance on developing contract language and approval for legal sufficiency. In addition, all other steps necessary for contract approval will be followed as outlined in the applicable Administrative and Personnel Manual policies.

I am confident that the personnel actions imposed and processes put into place will provide sufficient internal controls for future contract processing.

Should you have any questions, please contact me at 410-396-4804.

Sincerely,

Bernard C. "Jack" Young
President
Baltimore City Council

cc: Honorable Stephanie Rawlings-Blake
Ms. Kaliope Parthemos
Mr. Christopher Thomaskutty
Mr. George Nilson
Ms. Gladys Gaskins
Mr. Alfred Foxx